



City of
GREENFIELD, MASSACHUSETTS

Department of Inspections and Enforcement

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**A Guide and Checklist to assist applicants through the permit process for
New & existing commercial projects**

The purpose of this guide / checklist is to assist applicants through the permit process for their commercial project.

For the purpose of this guide / check list, a commercial project / building is defined as any building other than One & Two Family Dwellings and their accessory structures.

1. Applicants should contact the Department of Planning & Development office or the Department of Inspections to inquire if a project involving new construction, expansion of an existing building, or a change of use classification meets Greenfield's land use regulations, and to determine if a project is required to go before a Land Use board for approval, i.e. Site plan review, special permit, or Major development review for approval.
Completed: Yes [] No [] N/A []
2. Applicants should contact Greenfield's Conservation Commission Agent regarding construction, cutting, grading, landscaping or other work located within 100 feet of a wetland or within 200 feet of a stream under the MA Wetlands Protection Act and Regulations, and Greenfield Wetlands Protection Ordinance Chapter 195.
Completed: Yes [] No [] N/A []
3. Projects that involve fire protection systems; (New or existing); Applicants should contact the Greenfield Fire Department Fire Prevention Officer for information pertaining to the Massachusetts Fire Prevention regulations. Other questions related to fire protection systems should be directed to the Department of Inspections.
Completed: Yes [] No [] N/A []
4. Projects that involve a food establishment or an establishment that sells tobacco; (New or existing), Applicants must contact the Local Health Department for regulations and information that pertain to food establishments and tobacco regulations, this includes questions relating to food, food prep areas, and tobacco regulations.
Completed: Yes [] No [] N/A []
5. Projects that involve on-site septic systems; Applicants must contact the local Health Department for regulations that pertain to Title V regulations.
Completed: Yes [] No [] N/A []
6. Projects that involve existing buildings; Applicants should contact the Department of Planning & Development to determine if their property and building are located in an historic district and is listed as an historic building
Completed: Yes [] No [] N/A []
7. Demolition Delay Ordinance; Demolition of any building that meets one of the criteria listed below is subject to Greenfield's Demolition Delay Ordinance and requires review by Greenfield's Historic Commission. (See application for Demolition delay review)
 - Listed or eligible for inclusion in the National Register, or
 - Buildings listed on the State Register, or
 - Buildings recommended by the Commission and approved by City CouncilCompleted: Yes [] No [] N/A []

8. Applicants should contact the office of the Assessor's to inquire if restrictions have been placed on their property, i.e. Chapter 61 land. Completed: Yes [] No [] N/A []
9. Applicants should contact the office of the License Commission regarding requirements for their project. Completed: Yes [] No [] N/A []
10. Projects that involve construction work regulated by 780 CMR Massachusetts State Building Code; Applicants must complete a building permit application form, (Commercial application) provide construction documents, floor plans, detailed plans, and other information applicable to their project. Completed: Yes [] No [] N/A []
- New construction or the footprint to an existing building is changed or extended in anyway; an applicant must submit a site/plot plan of the property to show existing and proposed buildings on a property, along with any proposed changes and distances to property lines, i.e. front, sides, rear. Completed: Yes [] No [] N/A []
 - An applicant should contact the Department of Inspections prior to the permit application submittal to establish if their project is subject to the requirements for construction Control, 780 CMR Massachusetts State Building Code. Completed: Yes [] No [] N/A []
 - A project requiring construction control; construction control documents provided by the Commonwealth Office of Public Safety and Inspections must be included with the permit application. Completed: Yes [] No [] N/A []
 - A project to an existing building that involves construction work regulated by 780 CMR; per the 2015 International Existing Building Code (IEBC) an evaluation of the work area is required, evaluation is based on the level of work. A report of the evaluation prepared by a registered design professional must be included with the permit application. Completed: Yes [] No [] N/A []
 - Construction drawings, detailed plans, information and calculations applicable to a project is required and must be included, i.e. for Structural, Architectural, Fire Protection Narrative, Fire protection Documents, Mechanical, Energy, Electrical, Plumbing & Gas, Other. (2 sets of construction drawings required) Completed: Yes [] No [] N/A []
 - If applicable, a schedule of special inspections for a project must be provided in accordance with 780 CMR Chapter 17, Completed: Yes [] No [] N/A []
 - A list of Sub contractors hired for a project along with their workers compensation and license information must be provided to the Department of Inspections. Completed: Yes [] No [] N/A []
11. Fire protection systems are regulated and permitted by 780 CMR, Massachusetts State Building Code, Greenfield's Fire Department Prevention Office reviews, comments, and inspects fire protection systems in conjunction with the Inspections Department. Permit applications for fire protection systems must be submitted to the Department of Inspections that includes a fire protection narrative, detailed plans, calculations and other information pertinent to the project. The Inspections Department will transmit a copy of the fire protection documents to the Greenfield Fire Department for their review and comments. Completed: Yes [] No [] N/A []
12. Projects that involve sheet metal work; a separate permit is required for sheet metal work. Sheet metal work must be performed by a licensed sheet metal worker. Questions relating to sheet metal work should be directed to the Inspector of Buildings. Completed: Yes [] No [] N/A []

13. Projects that involve electrical work; a separate permit is required for electrical work. Electrical work must be performed by a licensed electrician. Questions relating to electrical work should be directed to the Wiring Inspector. Completed: Yes [] No [] N/A []
14. Projects that involve plumbing work; a separate permit is required for plumbing work. Plumbing work must be performed by a licensed Plumber. Questions relating to plumbing work should be directed to the Plumbing Inspector. Completed: Yes [] No [] N/A []
15. Projects that involve gas fitting work; a separate permit for gas fitting work is required. Gas fitting work must be performed by a licensed Gas fitter. Questions relating to gas fitting work should be directed to the Gas Inspector. Completed: Yes [] No [] N/A []
16. Projects that involve utilities; Site Excavating, or Digging, applicants must contact the Department of Public Works (DPW) for permits required prior to work beginning:
- Excavation/Trench permit. Completed: Yes [] No [] N/A []
 - Water & Sewer connection permit (If property is serviced by city water & sewer) Completed: Yes [] No [] N/A []
 - Industrial discharge permit (For Industrial users defined as any discharge of pollutants into the city's wastewater collection system from a nondomestic source) Completed: Yes [] No [] N/A []
 - Access permit (For any new or reconfigured driveways and curb cuts) Completed: Yes [] No [] N/A []
 - Storm water connection permit (For any new or modified drainage connection to the city's storm water system) Completed: Yes [] No [] N/A []
 - Back flow Preventer, Installation of any Fire Protection system or connection to city water system requiring a back flow preventer. Completed: Yes [] No [] N/A []
 - Disconnect Water & Sewer Permit: Demolition of any structure serviced by city water or sewer, all utilities must be cut off at the main prior to work beginning. Completed: Yes [] No [] N/A []
 - Ladder-Staging permit (Required to temporarily erect a structure on or over Town property to include ladder, staging, crane or dumpster) Completed: Yes [] No [] N/A []

At the time of the permit application submittal to the Departments of Inspections, applicants must include detailed plans, documents and other pertinent information pertaining to their project and type of permit they are applying for. A complete submittal packet will save time and expedite the plans review and permit process.

Based upon the complexity of a proposed project, the Director of Planning & Development or the Building Commissioner may recommend a staff tech review meeting. A tech review meeting is an informal meeting with staff that allows prospective applicants to present their project to staff and receive input prior to presenting their project before Greenfield's land use boards and or the permit process.

Staff Technical Review Group will assist applicants through the development review and permit process by:

- Identify Town and State Regulations that apply to the project;
- Identify site design issues that are of concern and discussion of potential solutions; and
- Identify permits that will be required and outline the process to obtain those permits.

Secondly, the group assists with the city's regulatory boards by coordinating internal departmental reviews

In an effort to make these meetings beneficial to the applicant, it is recommended that a preliminary plan or conceptual plan (If available) be provided to the Director of Planning & Development at least two weeks prior to the scheduled meeting. This allows staff an opportunity to conduct a preliminary review. The more detail contained on the plan, the more productive and informative the meeting will be.

Upon completion of the tech review meeting, Director of Planning & Development will prepare a summary report that outlines the matters discussed. This report will be forwarded to the project proponent and to the regulatory boards that have jurisdiction over the project.

The Staff Technical Review Group includes the following departments:

Department of Planning & Development:	Director -	(413)772-1549
Department of Inspections & Enforcement:	Building Commissioner -	(413)772-1404 ext 2105
Department of Public Works (DPW):	Engineering Superintendent –	(413)772-1528 ext 6104
Fire Department:	Fire Prevention Officer -	(413)774-4737 ext 1114
Local Health Department:	Director of Health -	(413) 772-1404 ext 2100
License Commission:	Licensing Coordinator -	(413)772-1580
Conservation Commission:	Conservation Agent	(413)772-1548 ext 3103

The Staff Technical Review Group functions only as an advisory group to applicants and to the city's regulatory boards. All final decisions and conditions are the purview of the permit granting authority. To take advantage of a Tech Review Group meeting, you may contact Eric Twarog; Director of Planning & Development at (413) 772-1549, Mr. Twarog will arrange a date and time to meet.

Applicants may contact the Department of Inspections & Enforcement at (413)772-1404 with questions.